
OFFICE OF ELECTIONS



Elections

MISSION STATEMENT

The Office of Elections is responsible for protecting the integrity of the electoral process in the City of Norfolk through accurate maintenance

of voter registration records and the efficient administration of elections.

DEPARTMENT OVERVIEW

The Office of Elections provides voter registration services, maintains voter and elections records,

and administers elections on behalf of the Norfolk Electoral Board.

BUDGET HIGHLIGHTS

♦ The total budget for the Office of Elections is \$533,700; of the \$114,100 increase, approximately \$24,000 is attributable to the increase in required contributions to the City's retirement system. An additional \$63,500 is associated with the costs of a second election in May 2004.

♦ The Office of Elections will experience a two-election cycle (November 2003 and May 2004).
♦ To implement the Help America Vote Act of 2002, the Office has replaced the entire voting machine inventory, effectively bringing the latest technology to the City.

KEY GOALS AND OBJECTIVES

♦ Restructuring and remodeling the voting equipment warehouse to accommodate storage of the new voting equipment
♦ Continue to provide voter education regarding the new equipment and overall election process

♦ Utilize audio and video resources to enhance the training of election officials on Election Day procedures

PRIOR YEAR ACCOMPLISHMENTS

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| <ul style="list-style-type: none"> ♦ Purchased and installed the Accu Vote Touch-screen Voting System. The system allows election officials to download election results via cellular telephone for more accurate election night reporting. Most notably, the City of Norfolk is currently the only locality in the Commonwealth of Virginia with this system in place. | <ul style="list-style-type: none"> ♦ Completed redistricting data entry changes and notified voters of changes in their districts. ♦ Increased responsibilities for auditing the campaign contributions and expenditures reports submitted by candidates for elected office. |
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Expenditure Summary

	FY2001 ACTUAL	FY2002 ACTUAL	FY2003 BUDGET	FY2004 APPROVED
Personnel Services	285,630	279,662	274,665	319,600
Materials, Supplies and Repairs	51,347	78,073	41,147	40,800
General Operations and Fixed Costs	138,454	128,319	107,800	173,300
Equipment	0	0	1,626	0
All- Purpose Appropriations	0	0	(5,638)	0
Total	475,431	486,054	419,600	533,700

Program & Services

	FY2002 ACTUAL	FY2003 APPROVED	FY2004 APPROVED	FULL-TIME POSITIONS
VOTER REGISTRATION & ELECTIONS	486,054	419,600	533,700	9

The Office of Elections maintains the records of 104,000 registered voters of Norfolk and coordinates voter registration activities and voter education programs throughout the city. The Office also supervises over 1,000 Officers of Election, oversees candidate-filing procedures, and audits campaign contribution and expenditure reports.

Strategic Priority: Public Accountability

TACTICAL APPROACH:

To process and maintain accurate and current voter registration records for the City of Norfolk.

PROGRAM INITIATIVES	FY01	FY02	FY03	FY04	CHANGE
Total number of transactions	200000	150000	150000		0

TACTICAL APPROACH:

To conduct elections in accordance with the constitution and laws of the Commonwealth of Virginia.

PROGRAM INITIATIVES	FY01	FY02	FY03	FY04	CHANGE
Total number of elections	2	2	1		1

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY03 Positions	Change	FY04 Positions
Deputy Registrar/Elections Administration	MAP06	34,994	55,943	1		1
Election Assistant I	OPS03	17,236	27,557	1		1
Election Assistant II	OPS05	20,010	31,990	1		1
Election Assistant III	OPS06	21,591	34,515	1		1
Member Electoral Board	CTY00	0	0	3		3
Registrar/Election Admin	COF00	0	0	1		1
Senior Election Assistant	OPS08	25,206	40,295	1		1
Total				9	0	9

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